



**Application Guidelines for  
Part-time graduate students  
AY 2026 Fall Semester**

Ritsumeikan Asia Pacific University

## The Part-Time Graduate Study Program

To open the university to students of all backgrounds and promote lifetime learning, the Graduate School of Asia Pacific Studies and the Graduate School of Management at Ritsumeikan Asia Pacific University have made certain subjects open to the general public under the Part-Time Graduate Study Program. Part-Time Graduate Students may receive credit for registered subjects. Those individuals who wish to register for available subjects as a Part-Time Graduate Students should complete the required forms after reading the information provided below.

### I. Outline of the Part-Time Graduate Study System

Part-time Graduate Students who are qualified for admission to a Graduate School may receive credit for registered subjects if they pass the relevant exams.

\*All graduate program courses are conducted in English.

#### (1) Part-Time Graduate Student Characteristics

Type of Student	For Credit	Take seminar subjects	Take language subjects	Take Final Exams	Summary
Part-time Graduate Student	YES	NO	YES	YES	May register for certain subjects offered at the Graduate School of Asia Pacific Studies and Graduate School of Management.

\* Part-Time Graduate Students may not attend Seminar subjects.

**NOTE:** (1) Graduate School of Asia Pacific Studies Part-time Graduate Students *may not* register for subjects in the Graduate School of Management.

Graduate School of Management Part-time Graduate Students *may* register for subjects in the Graduate School of Asia Pacific Studies.

(2) Part-time students are allowed to enroll in Japanese-language courses provided there are seats available.

You must take the Japanese Placement Test (test to determine your level of Japanese proficiency) in advance. If the results of the Placement Test indicate you are a native-level speaker, you may not be able to register for Japanese Language Education Subjects. Details of the Placement Test will be shared by the language coordinator before enrollment.

#### Points to Note about Classes

- ① You may only attend a subject during the time slot for which you registered, even if a class offers multiple time slot options.
- ② It is not possible to register for two or more classes which fall in the same period on the same day.
- ③ Lecture Subjects
  - \* Lecture Subjects are worth 2 credits. There will be 2 classes held each week and the subject will be completed in 2 months. A total of 14 classes will be held over 8 weeks with exams set for the final week.
- ④ There is no maximum credit registration limit.
- ⑤ The list of available courses varies depending on enrollment language and college. Please see our website for the list of courses available for registration by part-time students.
- ⑥ For courses with a limited number of seats available, if all the seats are taken by regular students then part-time students will not be able to register for the course.

## II. Application Procedures

### (1) Application Qualifications

The qualifications required for Part-time Graduate Students to take classes are the same as those for regular Graduate School admission. Any of the following are acceptable:

- ① University graduates
- ② Anyone whose academic potential has been judged by the Minister of Education, Culture, Sports, Science and Technology to be the same as that of a university graduate.

\* Because Graduate School courses are taught in English only, you must meet one of the following test score requirements

English Requirements (minimum acceptable scores)

TOEFL® iBT Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English
85	6.5	800	58	176

Note: Applicants currently enrolled in another university or graduate school (including distance education courses) should obtain permission from the university to which they are currently affiliated before they apply to APU.

<p>Ritsumeikan Asia Pacific University Regulations Article 12-2</p> <ol style="list-style-type: none"> <li>(1) Possession of a bachelor's degree or has graduated from university.</li> <li>(2) Completion in a foreign country of a curriculum equivalent to a sixteen-year school education curriculum.</li> <li>(3) Completion of sixteen years of school education in a foreign country via correspondence courses provided by the foreign educational facility while being in Japan.</li> <li>(4) Completion of an education program at a foreign university in Japan under a curriculum based on a foreign education system that has received approval from the Minister of Education, Culture, Sports, Science and Technology.</li> <li>(5) Approval from the Minister of Education, Culture, Sports, Science and Technology.</li> <li>(6) Recognition by the President of enrollment in an university for more than three years or of completion of fifteen years of education in a foreign country with excellent academic records.</li> <li>(7) Recognition by the President to possess academic qualifications equivalent to that of a university graduate or above, and to have reached an age of at least twenty two years old.</li> </ol>
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## III. Method and Period of Applications

### (1) Application Period

**Wed, June 3 – Wed, June 10, 2026 (Applications must be received by APU by this deadline)**

### (2) Application Documents and Screening Fee

① Part-time Application Form	One copy	Please use the provided application form.
② Outline of reasons for application	One copy	Approximately 250 – 300 words. Please use the designate form.
③ Graduation / Completion Certificate from most recent educational institution	One copy	Evidence of the classes taken.
④ Transcripts from most recent University	One copy	Evidence of the classes taken
⑤ Certificate to Verify English Language Ability	One copy	Excluding English native speakers and those who have received all or a majority of their education in the English language.

⑥ Screening Fee	¥10,000	See the following section, “How to Pay the Screening Fee”, for payment methods. A separate proceeding fee of 700 yen is required. The screening fee is 10,000 yen even if the subjects you wish to audit are offered by more than one school. *Please note that the application fee is not refundable under any circumstances.
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Note: Screening fee must be paid every semester.

**[How to Pay the Screening Fee] :**

- (1) Access the following URL: <http://e-apply.jp/e/apu-payment/>
- (2) Pay the 10,000 yen (screening fee) + 700 yen (processing fee)
  - Application content: **Other Programs**
  - Payment 1: **Screening Fee 10,000 yen**
  - Payment 2: **Processing Fee 700 yen**
- (3) You will get a payment completion confirmation e-mail. Please forward that email to [common-p@apu.ac.jp](mailto:common-p@apu.ac.jp).  
\*You must complete all 3 steps above within the application period, **including forwarding the email.**

(3) How to Apply

Submit documents ① – ③ shown in III. (2) above via postal mail or in-person before the end of the application period. No late submissions will be accepted.

In person:

Academic Office: Building B, 1F

\*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

By post:

Academic Office Auditing Student Section

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu-shi, Oita 874-8577

If you reside overseas and it is difficult to submit hard copies of your documents, you may submit digital versions to [common-p@apu.ac.jp](mailto:common-p@apu.ac.jp) within the application period. Please be sure to submit hard copies of the documents to the Academic Office by the start of classes.

(4) Points to note when submitting the Application Form

Once permission for registration has been confirmed, it is not possible to make any changes, deletions or additions to your selection. Please carefully check the subjects you have selected for registration when submitting the Application Form.

**IV. Procedures for Permission and Registration**

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should complete the registration fee and part-time student fees payment procedures together with the submission of documents as outlined below by the deadline. If you miss the deadline, your acceptance will be revoked.

(1) Date of Decision

Date of Decision: Monday, June 29, 2026

\*Notifications of Acceptance / Non-Acceptance will be sent after this date.

(2) Payment of Registration Fees and Part-time Student Fees

Please pay the full amount due for registration fees and part-time student fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please enter the information exactly as shown on your invoice.

Please note that the registration fee and part-time student fees are non-refundable.

	Graduate School of Asia Pacific Studies	Graduate School of Management
Registration Fee	¥50,000	¥50,000
Part-time Class Fees	¥75,000 (per credit)	¥75,000 (per credit)

\*1 The Registration Fee must be paid each semester

\*2 Registration fees and part-time student fees are reviewed when tuition fees are adjusted.

\*3 Each course is worth 2 credits.

(3) Submission of Documents

You will be notified of the documents you will need to submit along with your Notification of Acceptance. Please fill out the necessary information on the Student Information Card, attach a photo of yourself, and submit the original document to APU's Academic Office by the deadline.

Please read the Written Pledge/Consent Form printed on the reverse side of the card thoroughly, and write the date and sign your name.

(4) Schedule

1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter and Winter Session Classes

Syllabus and Class Schedule available on-line	Fri, May 1, 2026
Application Period	Wed, June 3 – Wed, June 10, 2026 No late submissions will be accepted.
Notification of Screening Results	from Mon, June 29, 2026
Deadline for to submit Student Information Card	Mon, September 14, 2026 No late submissions will be accepted.
Payment Period * Please refrain from transferring money before this period	Thurs, September 24 – Thurs, October 1, 2026
Start of Classes	From Mon, October 5, 2026

## V. Organization and Student Registration for Part-Time Students

- (1) Individuals who successfully pass the screening process, receive permission to study at APU, and complete the procedures within the allocated time period (including payment of registration fee and part-time class fees) will be issued a 'Part-time student ID Card' as an APU Graduate School Part-Time Student.

- (2) If the student passes the final exam in subjects for which they are registered, credits gained in the subject can be recognized. The Part-time Graduate Student's recognized credits can be transferred if the student enters a regular program at APU. A maximum of 10 credits may be transferred.
- (3) Part-time Graduate Students can be issued a 'part-time student ID card' and, if necessary, a 'grade transcript'. However they cannot be issued a "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a part-time student bus pass.
- (4) Part-time Graduate Students can use the APU Library.
- (5) APU-Net User Account Information: Part-time students will be sent a user account and password so that they can use the computer classrooms and multimedia rooms. No application is required to receive an APU-Net user account.
- (6) Please use the Student Portal to check for information on cancelled classes and make-up classes. To access the Student Portal, part-time students should go to the APU Homepage and click on the "Current Students" link at the top of the page, then log in to the Student Portal using their username and password.
- (7) Part-time Graduate Student status is only valid for one semester. Reapplying to the Part-Time Graduate Study Program is necessary in order to register for subjects in the following semester.

(1) Please see our website for the Class Timetable and Academic Calendar. <https://en.apu.ac.jp/gradinfo/>

(2) Course syllabi can be checked on our website on our [Syllabus System](#).

(3) Course Timetable

The course timetable will be available online from Fri, May 1, 2026

\*Please note before applying that the course timetable is subject to change.

[Course Timetable](#)

The screenshot shows the APU Academic Information for Graduate Students website. The page title is "Course Timetable" and the URL is "https://en.apu.ac.jp/gradinfo/class\_info/timetable/". The page features a navigation menu on the left with options like "Course Timetable", "Release of Grades", "Grade Inquiries", "Grading and Assessment", "Class Cancellations", "Class Absences and Tardiness", and "Japanese Language Subjects". The main content area includes a "Share on:" section with social media icons for Facebook, Twitter, and LINE, and a "Contents" section with links to "Course Timetable", "Class Times", and "Classroom Changes".

(Email Address for Inquiries)

[common-p@apu.ac.jp](mailto:common-p@apu.ac.jp)